



Alameda Recreation and Park Department  
(510) 747-7529—[arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

**2016-2017**

# RECREATION AFTERSCHOOL PROGRAM (RAP)

*Our Supervised Recreation After School Program for Boys and Girls who are enrolled in All-Day Kindergarten through 5th Grades for the following schools:*

## IMPORTANT:

Before RAP Program can begin at a school site, we must have 8 to 10 students registered. If we do not meet our minimum number, there is a possibility that our RAP Program for that school may be cancelled or delayed.

- ♦ Bay Farm
- ♦ Earhart
- ♦ Edison
- ♦ Franklin
- ♦ Haight
- ♦ Lum
- ♦ Maya Lin
- ♦ NEA
- ♦ Otis
- ♦ Paden
- ♦ Ruby Bridges

**2016-17 RAP LOTTERY REGISTRATION FOR ALL NEW AND RETURNING STUDENTS STARTS ON MONDAY, MAY 16TH AND ENDS ON TUESDAY, MAY 31ST**

- ♦ **Mail** or **Drop Off** completed RAP form with payment (Single or 1st Split Payment) to: Alameda Recreation and Park Department, 2226 Santa Clara Ave, Alameda, CA 94501 (make checks payable to ARPD)
- ♦ **E-mail** completed form with Discover, MasterCard or VISA to [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)
- ♦ **Fax** completed form with Discover, MasterCard or VISA to (510) 523-4071
- ♦ **Online and phone registration are not available for RAP**
- ♦ *Single payment will be charged unless you indicate on the form that you wish to pay the 1st Split Payment*

The lottery draw will take place June 1st-3rd, and registrations will be processed and mailed out by the end of June. Incomplete registrations will delay processing. Any forms received before May 16th or after May 31st will be processed on Monday, June 20th.



## I MISSED THE LOTTERY PERIOD CAN I STILL REGISTER FOR RAP?

Starting Monday, June 20th, you may register and pay for any remaining spots. Space is limited and some school sites may be full! Waitlists will be available.

- ♦ **Mail** or **Drop Off** completed form with payment to the ARPD Office, 2226 Santa Clara Ave, Alameda, CA 94501
- ♦ **E-mail** completed form with credit card to [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)
- ♦ **Fax** completed form with credit card to (510) 523-4071

Once we have your completed RAP form, on file, you may make your payments over the phone, (510) 747-7529, with your credit card throughout the school year.

## NEED FINANCIAL ASSISTANCE?

A limited number of partial scholarships are available for Alameda residents only. To qualify, complete a Fee Assistance Request Form from ARPD and allow a minimum of three (3) weeks to process your request.

## WHAT DO WE DO AT A RAP SITE?

- ♦ **Daily Snack**
- ♦ **Games**
- ♦ **Arts & Crafts**
- ♦ **Cooking**
- ♦ **Sports**
- ♦ **Outdoor activities (weather permitting) in a supervised, safe environment**

**SEE OTHER SIDE FOR PAYMENT SCHEDULE AND OTHER PROGRAM INFORMATION**

## WHERE DO WE MEET OUR RAP LEADERS?

Meet your RAP Leaders at the pre-designated pick-up areas at the school. All participants will walk back to the park as a group with the RAP Leaders.

Any kids with bikes, scooters, skateboards or roller blades **MUST** walk or carry them and obey all traffic laws on the way to the park. Be sure your child is dressed appropriately for the weather.

## WHEN DOES RAP MEET?

RAP meets every school day at dismissal time, including modified or early dismissal school days and ends at 5:30 p.m. **THERE IS NO RAP CARE ON SCHOOL HOLIDAYS OR NON-SCHOOL DAYS.**

## SCHOOL

## RAP SITE

## MEET YOUR RAP LEADER AT:

|                   |                     |  |
|-------------------|---------------------|--|
| Bay Farm.....     | Tillman Park.....   | Front of school office at flagpole     |
| Earhart .....     | Leydecker Park .... | Grass field near driveway entrance     |
| Edison.....       | Lincoln Park.....   | Picnic tables near Woodchip yard       |
| Franklin.....     | Franklin Park.....  | Front of school at flagpole            |
| Haight .....      | Franklin Park.....  | Front of school                        |
| Lum.....          | Franklin Park.....  | Front of school office                 |
| Maya Lin.....     | Washington Park..   | Front steps on Taylor Avenue           |
| NEA.....          | Bayport Park .....  | Front of school office                 |
| Otis .....        | Lincoln Park.....   | Picnic tables near portable classrooms |
| Paden .....       | Longfellow Park.... | Front steps near flagpole              |
| Ruby Bridges .... | Bayport Park .....  | Front of media center at flagpole      |

Once RAP Staff leaves school grounds for their park site, they cannot return to school for late kids (i.e. field trips, enrichment, etc.). RAP fees DO NOT cover cost or enrollment for any non-school vacation camps. (Camp enrollments require separate forms and fees).

## FEE SCHEDULE FOR 2016-2017 SCHOOL YEAR – AUGUST 2016 TO JUNE 2017

All fees must be paid a minimum of 48 business hours in advance before your child is picked up for RAP. **You must pay either the entire single payment or the split payment by the published due dates; single payments CANNOT be split.**

Payments made after the due dates are charged an automatic \$30 late fee and pick ups will begin 48 business hours after payment is received. Payment options include cash, check, money order, Discover, Visa or Mastercard. No exceptions!

**IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO MAKE EITHER SINGLE OR INSTALLMENT PAYMENTS BY THE DUE DATES LISTED BELOW. ALL LATE PAYMENTS WILL BE CHARGED AN AUTOMATIC \$30 LATE FEE. WE DO NOT SEND REMINDERS.**

***\*\*Helpful Tip: Program RAP Payment Deadline Dates into your Smartphones!\*\****

***If your child is not listed on our roster at the start of a RAP session or mid-session, RAP Staff will walk your child to the school office and leave them there if they cannot reach parent/guardian.***

### FALL SESSION:

**August 22 to November 18, 2016**

**YOU MUST ENCLOSE EITHER:  
SINGLE OR 1ST SPLIT PAYMENT  
AT THE TIME OF REGISTRATION**

- In order for your child to be picked up on the first day of school, your child must be registered for RAP by **THURSDAY, AUGUST 18th**
- 2nd Split Payment due by **THURSDAY, OCTOBER 6th**

#### 5 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$649 |
| 1st Split Payment: | \$355 |
| 2nd Split Payment: | \$355 |

#### 3 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$429 |
| 1st Split Payment: | \$245 |
| 2nd Split Payment: | \$245 |

#### 2 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$304 |
| 1st Split Payment: | \$182 |
| 2nd Split Payment: | \$182 |

### WINTER SESSION:

**November 28, 2016  
to March 10, 2017**

- Single Payment due by **Wednesday, November 23rd**
- 1st Split Payment due by **Wednesday, November 23rd**
- 2nd Split Payment due by **Thursday, January 26th**

#### 5 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$649 |
| 1st Split Payment: | \$355 |
| 2nd Split Payment: | \$355 |

#### 3 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$429 |
| 1st Split Payment: | \$245 |
| 2nd Split Payment: | \$245 |

#### 2 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$304 |
| 1st Split Payment: | \$182 |
| 2nd Split Payment: | \$182 |

### SPRING SESSION:

**March 13, 2017  
to June 8, 2017**

- Single Payment due by **Thursday, March 9th**
- 1st Split Payment due by **Thursday, March 9th**
- 2nd Split Payment due by **Thursday, April 27th**

#### 5 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$599 |
| 1st Split Payment: | \$330 |
| 2nd Split Payment: | \$330 |

#### 3 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$395 |
| 1st Split Payment: | \$228 |
| 2nd Split Payment: | \$228 |

#### 2 DAYS/WEEK:

|                    |       |
|--------------------|-------|
| Single Payment:    | \$281 |
| 1st Split Payment: | \$171 |
| 2nd Split Payment: | \$171 |

**CHILDREN WITH SPECIAL NEEDS** - Registrations for children requiring special attention are reviewed on a case-by-case basis with the Program Supervisor. Be sure to provide as much detail as possible including any physical or emotional needs or medications involved. Note that ARPD Staff do not receive specialized training for various special needs participants, but will work with individuals as appropriate to provide a positive experience.

**ABSENCES/NON-SCHOOL DAYS** - You must notify ARPD by **12:00 noon (510-747-7529)** if your child will not attend RAP for any reason. Failure to notify RAP of an absence on a scheduled RAP day will result in Alameda Police Department conducting a search for your child which will result in a \$15 service fee. Fee must be paid within 24 hours of the incident. **NO REFUNDS, CREDITS OR MAKE-UPS ARE ALLOWED FOR ANY DAYS YOU MISS.**

**LATE PICK UPS** - All participants must be picked up by 5:30 p.m. **Starting at 5:31 p.m., a late fee of \$1.00 per minute will be charged for late pick-ups payable that day.** If you are more than 30 minutes late, we will contact the Alameda Police Department to pick up your child and take him/her to the Police Station. If late pick ups are a consistent problem, we will take further appropriate action.

**EARLY DISMISSAL** - RAP participants are picked up at their school's dismissal time (including modified or early days). AUSD provides us with the early and modified day schedule before the year begins and we plan accordingly.

**RECEIPTS** - A receipt is provided to you upon registration. Save your receipt! There is a \$5 reprint service charge for each reprinted receipt. **An official 2016 Tax Receipt will be available for a fee upon request after January 1, 2017.**

## **FOR ALL 2 OR 3 DAY PARTICIPANTS:**

**DAY CHANGES** - You must specify the days of the week your child will attend. These days will remain the same for the full session unless you pay the \$15 administrative fee to change them.

**EXTRA DAYS** - You **CANNOT** swap any unused regular day(s) for any extra day(s). You may add a one-time additional pick up day (outside of your regular days); there is a \$15 per day charge which must be paid in full 48 business hours in advance of the date needed.

